



COUNTY OF CULPEPER
Office of Planning and Zoning

FAMILY DIVISION APPLICATION AND AFFIDAVIT

PLEASE FILL OUT FORM IN ITS ENTIRETY

General Information: All subdivision plats must be prepared by a licensed surveyor. The family division plat and deed must meet the requirements of Sections 600 and 613 of the Culpeper County Subdivision Ordinance (Appendix B of the Code of the County of Culpeper, Virginia) (the "Ordinance"). The plat must contain a notice which states:

This plat and the family division which it represents are pursuant to Section 613 of the Culpeper County Subdivision Ordinance (Appendix B of the Code of the County of Culpeper, Virginia) (the "Ordinance"). Further transfer and division of the lots or parcels shown on the plat is limited in accordance with the provisions of Section 613.6.5 of the Ordinance. Building permits and/or certificates of occupancy may not be granted if the division is found by the Zoning Administrator to be in circumvention of the Ordinance's requirements.

The full Family Division Application and Affidavit must be completed and sworn before Notary Public for the Commonwealth of Virginia. The proposed deed of transfer must be submitted and approved as to form by the Culpeper County Attorney prior to the Zoning Administrator's approval of this Family Division.

The following information is required to determine qualifying status in subdivision requests to be exempted from standard procedure, as outlined in Sections 600 and 613 of the Subdivision Ordinance, which are attached hereto and incorporated by reference. A separate form is to be completed for each lot proposed.

1. Grantor(s): _____ Phone: _____
(as shown on current deed)
Address: _____
2. Grantee(s): _____
(to be shown on deed of transfer)
Address: _____
3. Tax Map and Acreage of Grantor(s) Parcel: _____
Acreage of Grantee(s) Lot to be created: _____
4. RELATIONSHIP: The GRANTEE is the _____ of _____ the GRANTOR.

5. Has either the GRANTOR or the GRANTEE ever transferred property to anyone, utilizing the family division (formerly family partition) exception?_____.

If the answer is YES, please detail each instance (attach a separate sheet if necessary):

6. Has the GRANTEE ever received property from anyone, utilizing the family division (formerly family partition) exception?_____

If the answer is YES, please detail each instance (attach a separate sheet if necessary):

7. By signing this application and affidavit, GRANTOR and GRANTEE hereby certify that the proposed division is not for the purpose of circumvention of the requirements of the Subdivision Ordinance. Is this understood by the GRANTOR and GRANTEE?_____

I swear (or affirm) that the foregoing information and certifications are true and correct to the best of my knowledge, information and belief. Any materially false statements may result in denial of building permits and/or certificates of occupancy and may result in such other penalties as provided by law.

SIGNED:

GRANTOR

GRANTEE

GRANTOR

GRANTEE

Subscribed and sworn before me this _____ day of _____, 200__.

Notary Public

My Commission Expires:_____

Zoning Administrator's Approval:_____ Date:_____

The following language shall be included in the original deed of transfer for review by the Culpeper County Attorney's office:

This conveyance is pursuant to section 613 of the County of Culpeper Subdivision Ordinance (Appendix B to the Culpeper County Code) (the "Ordinance"). Use for any other purpose may result in denial of building permits and/or certificate of occupancy and other penalties as provided by law. Among other requirements, the lot herein conveyed is subject to the restrictions imposed by Section 613.6.5 which prohibits further transfer or subdivision for five years.

Approved as to form this ____ day of _____, 20____. Pursuant to Section 6133.8 of the County of Culpeper Subdivision Ordinance (Appendix B of the Culpeper County Code.

Culpeper County Attorney: _____

Both Grantor(s) and Grantee(s) must execute the deed. It would be appropriate to place the word, "Accepted", followed by the Grantee(s)' name(s) and signatures. Both Grantor(s) and Grantee(s) signatures must be notarized by law.